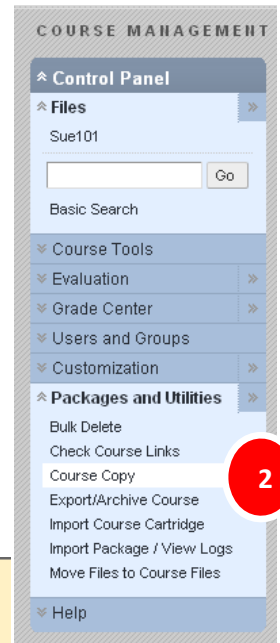


Copying Courses

1. Open the Blackboard Course site **that has the content you want to copy** (Note: this is the opposite process for copying a course in WebCT CE8).
2. On the **Control Panel**, under **Packages and Utilities**, click **Course Copy**.
3. Under **Select Copy Type**, from the drop-down menu, Select **Copy Course Materials into an Existing Course**
4. In the Destination **Course ID** field; click **Browse** (a list of your courses will appear) to choose the course that you want to copy the materials into.



Copy Course

Course Copy can make an exact copy of the Course. Course Copy can also make a copy of some of the materials and create a new Course or add the materials to an Course. You must have Manage Permissions on these files in order to make copies of them. [More Help](#)

Cancel

1. Select Copy Type

Select Copy Type Copy Course Materials into an Existing Course 3

2. Select Copy Options

★ Destination Course ID Browse... 4

5. Select the Course that you want to copy the content into by clicking on the **radio button** to the left of the Course ID.

Courses

Search by: Course ID Instructor Name/Description

Search

Created in Last: All Courses Month Day

Page 1 of 2

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> 2010055099.section	Recent US History - Recent US History - HIS201-01A - CRN 5099	Feb 18, 2011	stashjian wcollins	Tashjian, Susan Collins, William
<input type="radio"/> 2010055102.section	The Novel - The Novel - LIT264-01A - CRN 5102	Feb 18, 2011	bstachniewicz stashjian	Stachniewicz, Barbara Tashjian, Susan
<input type="radio"/> 2010055127.section	Introduction to Sociology - Introduction to Sociology - SOC101-01A - CRN 5127	Feb 18, 2011	stashjian ccivaro	Tashjian, Susan Crivaro, Cynthia
<input type="radio"/> 2010097306.section	Introduction to Philosophy - Introduction to Philosophy - PHI101-01A - CRN 7306	Feb 18, 2011	jgustafson stashjian	Gustafson, James Tashjian, Susan
<input type="radio"/> 2010098639.section	Criminal Justice Internship - Criminal Justice Internship - CRJ291-PRA - CRN 8639	Feb 23, 2011	chagen zimmer	Hagen, Cherie Zimmer, Paul

6. Select the **Course Materials** that you want to **copy** over to the existing course shell by clicking in the **Check Box**. NOTE: THE RECOMMENDED ACTION IS TO SELECT ALL OF THE CONTENT.

7. Click **Calculate Size** to make sure the course size does not exceed the limit of 250 MB.

NOTE: Do not select **Include Enrollments in the Copy**.

Select Course Materials

- Content Areas
 - Information
 - Content
- Adaptive Release Rules for Content

User criteria will not be captured if Enrollments are not included. Assignments will not be included.

- Announcements
- Blogs
- Calendar
- Collaboration Sessions
- Contacts
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Journals
- Rubrics
- Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

3. **Course Files**

Click **Calculate Size** to make sure that the package size does not exceed the limit.

Package Size **7**

4. **Enrollments**

Copy enrollments for all users in the Course. This option does not copy user records in the course. User records are only copied with Exact Copy.

Enrollments Include Enrollments in the Copy

5. **Submit**

8

8. Click **Submit**.

NOTE: When the Course Copy process is complete, you will receive a confirmation email. Even though you received the email, **you must wait at least 30 minutes** before you enter the course. If you do not wait – the full course may not copy.